



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Allotments Committee

As approved at the meeting of Wellington Town Council held on 6th July 2020

Name of Committee: The Allotments Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to the Council's allotment site at The Basins, Corams Lane, Wellington.

To review potential new sites and any other matter pertaining to Town Council Allotments.

Background

The Town Council has 101 allotment plots at the Basins which it rents to individuals and organisations. There is usually a waiting list of people who would like to rent an allotment. If suitable sites can be found, the Council would like to provide more allotments.

Allotment holders are bound by a set of standards to look after the upkeep of their plots and if they fail to do so they may lose the tenancy. This Committee is responsible for administering the site and carrying out regular inspections.

Summary of Responsibilities

The Allotments Committee shall have delegated authority to:-

- To ensure that the allotments are run in a sustainable manner
- To allocate and terminate tenancies
- To recommend to Council the level of rental charges
- To keep tenancy agreements under review

- To investigate the provision of further allotments in the Town

Status

The Allotments Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 6 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Current plot holders are invited to attend each meeting.

2019-20 Membership; Councillors: Janet Lloyd (chair), Chris Booth, James Hunt, Mike McGuffie, Vivienne Stock-Williams, Marcus Barr.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman or Clerk, and subject to availability.
- A chairman of the Committee will be appointed at the first Committee meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote.

- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at its monthly meeting following any Committee meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.